

Job Announcement

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Opening Date:	September 8, 2006	Closing Date:	Open until filled
Job Title:	Senior Classification Analyst	Position Type:	Regular Full Time
PIN:	079020	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Human Resources Department Annapolis, Maryland	Grade/Salary Range:	J13 \$42,443 - \$62,458
Financial Disclosure:	Yes	Entry Range:	J13 \$42,443 - \$50,730 (Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: This is the advanced level of work in the field of Classification, serving as technical advisor to the Manager, Classification/Compensation. The position is responsible for coordinating professional technical support; providing the reclassification of positions in various occupational areas; conducting job analyses and job evaluation studies to determine the appropriate classification and pay levels; reviewing and proposing classification sound alternatives for organizational structures and proposals for classification impact; conducting on-site interviews for classification development; preparing analytical reports of classification findings; developing and revising classification specifications; providing advice to all levels of the Judiciary concerning classification matters; conducting evaluation committee efforts for consistency in job methodology approach; performing point to grade analysis using a universal job evaluation tool and developing the plan to implement consistent job classifications for all positions.

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Four years of professional personnel work in the area of classification and compensation administration, including job analysis and application of a universal job evaluation tool.

Skills/Abilities: Expertise in the application of point factor systems; knowledge of human resources management theory, policies and practices used in state government systems; strong analytical and organizational skills; effective communication skills and interpersonal skills; ability to provide guidance and accurate advice and information to managers, staff and other administrative officials; ability to develop presentations, special studies and project reports; to develop innovative solutions to resolve complex problems; to handle multiple duties; to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations; to interpret policies, procedures, regulations or laws.

Preferred: Three years of professional progressive experience in state or federal government classification systems; experience in the application of universal job evaluation systems, development of minimum qualifications and new job specifications as used in state and federal structures. Familiarity with MD State government HR systems and how they interface with independent branches.

Selection Process: Submit a Maryland Judiciary employment application or resume and cover letter. Applicants will be selected based on the assessment of the application/resume. Detailed information will benefit the applicant. Bilingual applicants are encouraged to apply.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.